



CITY OF NEW ORLEANS
BOARD OF ZONING ADJUSTMENTS

Variance Application Information Sheet

Please set up a pre-filing meeting with the BZA staff before submitting your final application. Contact the City Planning Commission office at 658-7033 to arrange such meeting with staff before the application deadline.

Documents Required for Variance Application

ITEMS NEEDED	ADDITIONAL INFORMATION
<input type="checkbox"/> 1. Completed variance application	Pages 3, 4, and 9
<input type="checkbox"/> 2. Sanborn map and zoning base map	City Planning Commission
<input type="checkbox"/> 3. Block plat or square map	Real Estate and Records 5th floor of City Hall, Room 5W06 Close at 2:00 p.m.
<input type="checkbox"/> 4. Current survey	Attached to your Act of Sale Notarial Archives 5th floor of Amoco Building
<input type="checkbox"/> 5. Site plans, floor plans, and elevations	Drawn to scale, showing setbacks and parking for each structure
<input type="checkbox"/> 6. Letter to the Board	Explain the request and reasons based on hardship for the variance (see page 2)
<input type="checkbox"/> 7. Photographs of the site	
<input type="checkbox"/> 8. Names and addresses of adjacent property owners	See page 6 Assessor's Office 4th floor of City Hall, Room 4E02
<input type="checkbox"/> 9. Fee	See below

- ✦ All items must be submitted on 8.5" x 11" or 11" x 17" paper.
- ✦ Incomplete applications **WILL NOT** be accepted.
- ✦ All materials must be submitted at one time with the appropriate variance application fee.

Fees

Make checks payable to: CITY OF NEW ORLEANS

Single- and two-family residential projects.....	\$150.00
Three or more unit residential projects	\$250.00
Commercial projects	\$250.00
Rehearing fee	Same as original fee

CITY PLANNING COMMISSION | 1340 POYDRAS STREET | SUITE 900 | NEW ORLEANS, LOUISIANA 70112 | 504.658.7033

Revised 11/20/09



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Composition of the Board and the Variance Process

The Board of Zoning Adjustments consists of seven citizen members appointed by the Mayor and approved by the City Council. The City Charter grants the Board the power to permit exceptions to or variations from the City's zoning regulations in accordance with the principles, conditions, and procedures set forth in Article 14 of the City's Comprehensive Zoning Ordinance.

All requests for variances are considered by the Board at a regular monthly meeting, at which the applicant or his/her representative must be in attendance to present the request and answer any questions of the Board. Regular meetings of the Board are held at 10:00 a.m. on the second Monday of each month in the City Council Chamber, which is located in Room 1E07 of City Hall. Any other interested party may speak in support of or in opposition to any variance request at the public hearing. After considering the testimony of all parties and the recommendation of the staff of the City Planning Commission, which is the City agency to which the Board is attached, the Board shall either approve, deny (with or without prejudice), or defer the variance request. An annual calendar of hearing dates and deadlines is attached to this document.

Standards for Variances

Article 14, Section 14.6 Variances of the Comprehensive Zoning Ordinance

14.6.1. Purpose and Intent

The purpose of the variance procedure is to afford an applicant relief from the requirements of the letter of the New Orleans Comprehensive Zoning Ordinance when unnecessary hardship or practical difficulty exists. The Board of Zoning Adjustments shall authorize variances in harmony with the general purpose and intent of this Ordinance and in accordance with the standards hereafter prescribed.

14.6.4. Standards for Variances

1. Special conditions and circumstances exist which are peculiar to the land, structure, or building involved and which are not applicable to other lands, structures, or buildings in the same zoning district.
2. Literal interpretation of the provisions of this Ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this Ordinance.
3. The special conditions and circumstances do not result from the actions of the applicant or any other person who may have or had interest in the property.
4. Granting the variance requested will not confer on the applicant any special privilege which is denied by this Ordinance to other lands, structures, or buildings in the same district or similarly situated.
5. The variance, if granted, will not alter the essential character of the locality.
6. Strict adherence to the regulation for the property would result in a demonstrable hardship upon the owner, as distinguished from mere inconvenience.
7. The purpose of the variance is not based exclusively upon a desire to serve the convenience or profit of the property owner or other interested party(s).
8. The granting of the variance will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood in which the property is located.
9. The proposed variance will not impair an adequate supply of light and air to adjacent property, or increase substantially the congestion in the public street, or increase the danger of fire, or endanger the public safety.

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